

101 Renewal

If you are interested in renewing your 101 cards then you need to do the following:

1. Maintain your membership. You cannot be ES qualified if you are not a member.
2. Submit a CAP Form 100. CAPF 100's are available from your squadron or at www.forms.cap.gov
 - a. The form 100 should be typed and completed in full
 - b. The form should indicate that you wish to renew your qualifications.
 - c. You need to check off every specialty that you wish to renew.
 - d. The form 100 needs the squadron commander's signature.
3. Submit documentation
 - a. For **EVERY** specialty you are renewing you need to provide documentation that you acted in this position over the past two years.
 - i. Write the mission numbers on a piece of paper and attach this paper to your request.
 - ii. Acting in some positions will count as mission participation for others please reference 60-3 Attachment 4 for details.
 - b. For more details on what your specialty specifically requires, look at the 101 Renewal Documentation information on the back of this sheet.
4. Submit all documentation to the Iowa Wing DOS at
 - a. Post Office Box 1285, Ames, Iowa 50014
 - b. The DOS' home address is not an appropriate place to send paper work
5. METL/ART – Mission Essential Task List & Annual Recurrency Tasks
 - a. Will be required to be completed until 1 January 2004.
 - b. Required to renew Ground Team Member, Ground Team Leader, Urban DF Team, Mission Radio Operator, and Mission Safety Officer
 - c. It is **highly** recommended that you complete METL/ART tasks prior to turning in your renewal information
 - d. Please submit METL/ART early and often so that you do not lose your qualification.
6. If your paperwork is complete and correct, within 48 hours of receipt of your paperwork your renewal will be posted on the Wing ES Qualification Roster in the Members Only Section of the Wing Website. Within 4 weeks you should receive some form of communication from the DOS office back to your squadron. If you do not receive any input e-mail the DOS at dos@iawg.cap.gov. Please be polite and professional, and any problems will be alleviated in a quick and orderly manner.

Thank you for your help and continued support of CAP Emergency Services.



John Halbrook, Captain, CAP
Director of Emergency Services